City of Long Beach

BUSINESS ASSESSMENT

This entity may or may not be subject to the City of Long Beach Business License Tax. Please complete this form and return it to Business License, 333 W Ocean Blvd/4th Fl, Long Beach CA 90802. Include a contact name and phone number for additional information. You will receive a Notice of Determination by mail following the review of this form indicating the decision regarding the business license requirement for this entity. *This form must be received by the date on the notice in order to avoid imposition of penalties.*

Name: _____ File No: _____

Telephone: ( ) _____ Email: _____

Please check all that apply to the entity noticed.

☐ This entity has filed a return with the Franchise Tax Board (FTB) as a business or trade indicating a Long Beach address.

☐ This entity has registered with the Secretary of State as a Corporation, LLC, LP, indicating the principal address is in Long Beach. Circle the status of the entity.

  ▪ Active
  ▪ Dissolved; Canceled; Converted Out; Suspended; Forfeited; Surrender; Merged Out; Expired. Indicate date on which this status was obtained. _____.

☐ This entity has obtained an Employer Identification Number from the IRS.

☐ This entity claims office deductions or business expenses for commercial or residential based businesses for a Long Beach address.

☐ This entity/person has received compensation on a Form 1099 for services rendered in Long Beach.

☐ This entity is operated, managed or controlled from a Long Beach address.

☐ This entity represents to the public by advertisement, business cards, business letterhead, and (or) a business phone number indicating or associated with a Long Beach address.

☐ This entity uses an accountant's or an attorney's address indicating Long Beach

☐ This entity is recognized as a tax-exempt organization. (Attach IRS 501C exemption letter)

☐ This notice was sent to a W2 (salaried) employee.

☐ This entity was dissolved. Must evidence and attach proof of dissolution.

☐ A Long Beach Business License has already been issued to this legal entity.

  License No. _BU_____ Expiration: _____

☐ This business does not operate in Long Beach. Please list the <u>complete</u> address where it operates and, where applicable, the license number for the city in which it operates. *This information will be forwarded to the city listed for their review.*

Address	*City*	*State*	*Zip Code*

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct of my own knowledge. I understand any statements made herein will be verified.

_____   _____
Signature   Printed Name

OFFICE USE ONLY

Date Received _____   Determination: ___ Upheld   ___ Exempt   Reviewer _____

Overview of the Review / Appeal Process

If you feel you received a notice in error, or if you do not believe you or your business is subject to the business license requirement, you may take the following actions:

1. <u>Request for Business Assessment</u> (this form). This provides the opportunity for you to give additional facts about your business conduct which could prove you or your business is not subject to business license requirements in Newport Beach.
   Upon review of your response, you will receive written notification of the findings.
2. <u>Administrative Hearing.</u> If you are not satisfied with the results of the Business Assessment review, you can request an Administrative Hearing. This is an opportunity for you to present the facts in person to a Hearing Officer. In order to schedule a hearing, you must pay the full license tax and any penalty amounts

Instructions for Completing Form R0504-ASMT

- For each notice you received, complete a separate form. If you list multiple file numbers on the same form, it will be returned, with no extensions of deadline.
- Provide the name, telephone number and/or email address of the person who can be reached should clarification be required.
- Check each box that applies to your business. This is critical in determining whether a license is required or not.
- Be sure to attach any supporting documents, as requested, depending on what box you checked.
- Sign and print your name.